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MEMORANDUM FOR: Director of Training  
SUBJECT : Non-OTR Training

1. Pursuant to your request of 21 July 1954, a survey of the offices and staffs reporting to the Deputy Director (Administration) has been made, with the following results:

a. Reports on this subject from the Security and Logistics Offices were in such detail as to warrant their inclusion as Tabs "A" and "B" to this memorandum.

b. Responses in the negative to the question raised in your memorandum were received from the following offices, with the general qualifying statements appropriate to each:

(1) General Counsel: No non-OTR training given or contemplated.

(2) Comptroller: No Non-OTR training given or contemplated. However, they do give numerous briefings, many of them on specific financial problems existing in geographic areas, to personnel departing for overseas. Although on a recurring basis, these do not occur with any predictability, and should be considered as a form of "on-the-job training."

(3) Auditor-in-Chief: No non-OTR training given or contemplated.

(4) Medical Office: No non-OTR training given or contemplated. However, the Medical Office does give quite a bit of attention to periodic internal, on-the-job briefings of its medical personnel on latest developments particular to their vocational field. For the most part, this training is given on a very informal basis to the medical technicians. As a part of the Emergency Planning Program, the Medical Office has currently scheduled a formal, classroom presentation of First Aid Training (eight to ten hours) to be given to people from each component, nominated to the Medical Office. [ ] is to give the lectures; no plans exist for making this a recurrent offering of the Medical Office, however,

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(5) Management Staff: No non-ON training given or contemplated.

(6) Project Administrative Planning Staff: No non-ON training given or contemplated. However, in the normal course of their duties, the staff constantly confers on a case basis, with personnel from the DD/P area which they serve, in order to prepare individual administrative plans, and to this extent they are continually offering an informal, on-the-job training, but to other than their own personnel.

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[Redacted]  
Special Assistant to the  
Deputy Director (Administration)

SA-DD/A:JAC:dle (2 August 1954)

Distribution:

- 1-chrono
- 1-subject

Attachments:

- tabs "A" and "B"

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